

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION  
DAIRY INSPECTOR/SAMPLER**

**I. INTRODUCTION**

A. Purpose and Use of this Classification Specification

This classification specification is the basic authority (under ER 2.04, Wis. Adm. Code) for making classification decisions relative to present and future positions located primarily within the Department of Agriculture, Trade and Consumer Protection's Food Division which perform inspection work to enforce food safety sanitation laws, regulations, and standards governing production, storage, transportation, and sampling of raw milk and finished products under authority of the Wisconsin Statutes.

This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as the framework for classification decision-making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses positions primarily in the Department of Agriculture, Trade and Consumer Protection's Food Division responsible for planning and performing inspections of dairy farms, dairy production facilities or operations to determine compliance with applicable State and Federal laws, regulations, and standards concerning sanitation, safe food handling practices of raw milk production, processing, transportation and storage facilities, which include Grade A and B dairy plants and farms; bulk milk tankers; bulk milk weighers and samplers; and milk distributors. Positions may investigate violations as they relate to industry or consumer complaints, dairy related emergencies or food borne illnesses. Investigations may also result in charges under the general criminal code, even though DATCP is not directly responsible for enforcing the general criminal code.

C. Exclusions

Excluded from this classification specification are positions responsible for spending a majority (i.e., 50% or more) of their work time in the performance of the following duties and functions:

1. Positions which spend the majority of their time planning and performing technical inspections of bakeries, confectioneries, retail food stores, food processors, warehouses, and other related food handling operations to determine compliance with applicable State and Federal laws, regulations, and standards, which are more appropriately classified as Food Safety Inspectors
- 2.. Positions which spend the majority of their time performing inspections and investigations fostering and enforcing laws, regulations, and standards pertaining to the slaughtering, processing, and marketing of meat and meat food products, which are more appropriately classified as Meat Safety Inspectors.
3. Positions which spend the majority of their time performing inspections and investigations fostering and enforcing laws, regulations, and standards pertaining to the grading of cheese, butter and eggs, and USDA poultry products, which are more appropriately classified as Multiple Product Graders.
4. Positions which spend the majority of their time performing inspections and investigations related to animal health laws, rules, regulations and standards and practices governing the consignment, containment, disease control, handling, humane treatment, identification, movement, and sale of animals and livestock, which are more appropriately classified as Animal Health Inspectors.
5. Positions in the Public Health Sanitarian series in the Professional Science Bargaining Unit.
6. Positions which perform investigations or inspections pertaining to felony criminal violations.
7. Positions which perform supervisory and managerial duties as statutorily defined in Wis. Stats., 111.81 (19) and (13); and
8. All other positions which are more appropriately identified by other classifications.

D. Entrance into this Classification

Employees enter this classification by competition.

## II. DEFINITIONS

### DAIRY INSPECTOR/SAMPLER

Under general supervision, these positions perform inspection work in an assigned area of the state, involving the promotion, enforcement, and compliance with State and Federal food safety laws, rules, regulations, and standards governing the production, storage, transportation and sampling of raw milk and finished products under the authority of the Department of Agriculture, Trade and Consumer Protection.

Duties include: issue, deny or suspend milk producer licenses and Grade A permits; evaluate dairy farmer facilities, animal health and cleanliness, equipment sanitation, equipment construction and design, pest control, personal hygiene and water supply; collect samples; take appropriate enforcement action; provide consultation, education, and training services to industry and the public regarding milk safety concerns; inspecting milk production facilities, milkhouses, bulk milk tanks, milking equipment, and pipelines; collecting dairy samples and gathering various raw and finished product samples for laboratory analysis to determine if the product is adulterated, misbranded or does not meet an established composition standard; monitoring compliance with laws, approved standards, and procedures; responding to milk-borne illness outbreaks; reporting violations related to any of the above to management; and may assist division staff with the preparation of compliance documentation.

### **III. QUALIFICATIONS**

The qualifications required for these classification levels will be determined on a position-by-position basis at the time of recruitment. Such determinations will be based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience(s) which provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

### **IV. ADMINISTRATIVE INFORMATION**

This classification was created effective December 19, 2010 and announced in Bulletin OSER-0276-CLR/SC to describe positions in the Department of Agriculture, Trade and Consumer Protection's Food Division which are responsible for planning and performing inspections of dairy farms, dairy production facilities or operations to determine compliance with applicable State and Federal laws, regulations, and standards.

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